



Private Detective Licensing Board
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Telephone: (317) 234-3040
Fax: (317) 233-5559
Website: www.pla.IN.gov

Governor Mitchell E. Daniels, Jr

APPLICATION FOR FIRST ISSUANCE OF PRIVATE DETECTIVE LICENSE

The completed application should include the following:

- _____ COMPLETED APPLICATION
- _____ APPLICATION FEE - \$150.00
- _____ AUTHORIZED EMPLOYEE APPLICATION (if applicable)
- _____ COMPLETED FINGERPRINT CARD
- _____ CRIMINAL HISTORIES (city, county and state)
- _____ CERTIFICATION OF EXPERIENCE FORM
- _____ AUTHORITY TO RELEASE INFORMATION FORM
- _____ CERTIFICATION OF OUT OF STATE LICENSE (if applicable)
- _____ PROOF OF SURETY BOND OR LIABILITY INSURANCE
- _____ CURRENT PROOF OF INCORPORATION (if applicable)

APPLICATIONS MUST BE COMPLETED ONE WEEK PRIOR TO THE BOARD MEETING FOR CONSIDERATION BY THE BOARD

Pursuant to Qualifications for License, IC 25-30-1-8 (b), if the applicant is a corporation or a partnership, one (1) officer in the case of the corporation, or one (1) partner in the case of a partnership, must meet the personal qualifications as set out in subsection (a), unless otherwise provided.

Submit a check or money order in the amount of \$150.00 for a two- (2) year license. The \$150.00 fee includes the licensing for one (1) qualifier for the company.

Authorized employee(s): Complete the Application for Authorized Employee form and submit a \$10.00 fee for each employee. Use this form when hiring new and terminating an employee. **This application must be printed or typed and completed in full to include all signatures.** This agency will issue an employee identification card and send it to the employer. The employee will carry the identification card while performing the duties of the detective/security agency.

Submit original copies of your review challenge (criminal history) from your **city, county and state of which you reside.**

NOTE: If you do not reside within a city ordinance, please submit a letter stating this information.

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The Indiana State Police request should be made in writing. Attach the completed fingerprint card and the \$10.00 fee in the form of a certified check or money order made payable to the Indiana State Police.

NOTE: This card will be returned to you along with your criminal history report. Forward request, payment and fingerprint card to:

Records Division
Indiana State Police
Indiana Government Center North
Attn: Anita Rice
100 North Senate Avenue, Room 312
Indianapolis, Indiana 46204
(317) 232-8262

"Certification of Experience in Private Detective Work" form signed by person(s) of authority, documenting 2 years of experience as verified by 4,000 hours of employment pursuant to 862 IAC 1-1-3(b). This form must be totally complete with all signatures and must be notarized. **RESUME NOT ACCEPTABLE.**

Sign and notarize "Authority to Release Information" form.

Submit surety bond in the amount of \$7,000.00 for fourteen (14) or less employees or proof of one hundred thousand dollars (\$100,000.00) per occurrence liability insurance. For fifteen (15) or more employees, submit proof of one hundred thousand dollars (\$100,000.00) per occurrence liability insurance.

OUT-OF-STATE APPLICANTS ONLY

All non-resident applicants must comply with the above instructions in addition to the following:

Must obtain an Indiana state review challenge (criminal history).

Submit a letter of certification of licensure and a copy of valid private detective license from each state of licensure for each applicant (if applicable).

Must have an Indiana Resident Licensee with a valid Indiana private detective agency license. A letter from the Indiana licensee stating that he/she has agreed to be your Indiana licensee along with the name of the agency, license number and address will satisfy this requirement. Please refer to IC 25-30-1-14 for the duties of an Indiana Resident Licensee.

Should you have any questions, please feel free to contact us at (317) 234-3040 or by email at pla11@pla.IN.gov.